



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2965 SENIOR SURVEY AIDE
MONTHLY SALARY: \$3715 to \$4491**

**#T2966 PRINCIPAL SURVEY AIDE
MONTHLY SALARY: \$4181 to \$5063**

APPLICATION FILING PERIOD: FIRST DATE: January 21, 2011

LAST DATE: February 22, 2011

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITIONS: **Senior Survey Aide** positions serve as the head chain person on a survey crew; use various methods and survey equipment to locate topographic features, hold total station rod/target, and operate hand-held radio to communicate with survey party members and City communications; make precise distance, elevation, and offset measurements; keep field notes; perform minor calculations of slope, grade, cuts and fills; perform coordinate geometry (COGO) computations; locate and identify survey points and monuments; set and mark survey stakes; drive survey vehicles; perform routine maintenance on a variety of survey equipment; assist in training other subordinate staff; serve as relief for Principal Survey Aide positions; and perform related work. **Principal Survey Aide** positions operate optical reading theodolites, electronic total survey stations, survey data collectors, electronic measuring devices, levels, Global Positioning Systems (GPS) receivers, and other precision surveying instruments; determine lines, angles, distances, and elevations; make calculations such as COGO and traverse adjustments, using computers and hand-held programmable calculators; review and edit raw survey data stored in data collectors; keep field notes and creates drawings; operate hand-held radios to communicate with survey party members and City communications; act as chief of part of a small crew on routine jobs and have responsibility for a large party in the absence of the party chief; train and direct subordinate staff; and perform related work.

REQUIREMENTS: For each position, you must meet the following requirements on the date you apply, unless otherwise indicated.

EXPERIENCE:

Senior Survey Aide: One year of full-time experience on a land survey crew.

Principal Survey Aide: Three years of full-time experience on a land survey crew.

-OR-

REGISTRATION/CERTIFICATION: **Proof of registration/certification must be submitted to the Personnel Department at time of application.**

1. Registration as a Professional Land Surveyor issued from a State licensing board. **-or-**
2. Certification as a Land Surveyor-in-Training (LSIT) issued from a State licensing board.

NOTES:

1. College-level land surveying course work may be substituted for a maximum of one year of qualifying experience for Principal Survey Aide (30 semester/45 quarter units = one year full-time experience). **You must submit a copy of your transcripts to the Personnel Department at time of application.**
2. Employees with valid State of California registration as a Professional Land Surveyor are eligible for an additional 15% pay.

HIGHLY DESIRABLE:

1. Proficient use of Global Positioning System (GPS) receivers for Real Time Kinematic (RTK) surveys, programmable hand-held calculators and data collectors, total survey stations, electronic levels, and experience performing calculations for construction surveying, setting and marking grade stakes.
2. Proficient use of Computer Aided Drafting and Design (CADD) and Geographic Information System (GIS) computer applications.

LICENSE: A valid California Class C Driver License **is required at time of hire.**

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for the position(s) by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You must also submit a completed **DATA ENTRY FORM**. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Separate eligible lists will be established for **Senior Survey Aide and Principal Survey Aide**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. If you do **not** have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Specify the exam number and title of the positions listed below for which you are applying. Your application will only be evaluated for the positions you specify. It is not necessary to submit separate applications for each position.
#T2965 SENIOR SURVEY AIDE
#T2966 PRINCIPAL SURVEY AIDE
2. Indicate if you are meeting the requirement for this position with **REGISTRATION/CERTIFICATION** and specify in which area listed below. **Proof of registration/certification must be submitted to the Personnel Department at time of application.**
 - a. Registration as a Professional Land Surveyor issued from a State licensing board.
 - b. Certification as a Land Surveyor-in-Training (LSIT) issued from a State licensing board.

3. Indicate if you are substituting one year of college-level land surveying course work for a maximum of one year of qualifying experience for Principal Survey Aide position. **You must submit a copy of your transcripts to the Personnel Department at the time of application.**
4. Describe your preliminary survey experience in the areas listed below.
 - a. Cross-sections
 - b. Topographic
 - c. Property
 - d. Design
 - e. Hydrographic
 - f. GPS
 - g. Aerial
 - h. Utilities
5. Describe your construction survey experience in the areas listed below.
 - a. Streets
 - b. Parks
 - c. Buildings
 - d. Hydrographic
 - e. Route
 - f. Utilities
6. Describe your land division survey experience in the areas listed below.
 - a. Property
 - b. Right-of-Way
 - c. Sectionalized land
7. Describe your experience using the survey equipment listed below.
 - a. Transit (Theodolite)
 - b. Electronic level
 - c. Programmable hand-held calculator
 - d. Data collector
 - e. GPS receivers
 - f. Computer/programs
 - g. Total survey station
8. Describe your experience performing the tasks listed below.
 - a. Use Global Positioning System (GPS) receivers for Real Time Kinematic (RTK) surveys.
 - b. Use programmable hand-held calculators, data collectors, total survey stations, electronic levels, or related surveying equipment.
 - c. Use Computer Aided Drafting and Design (CADD) and Geographic Information System (GIS) computer applications.
 - d. Perform calculations for construction surveying, setting, and marking stakes.
9. Describe any additional job-related qualifications you possess that have not been covered by previous questions.

CJA/January 21, 2011{NOL}/Classes 1881; 1525

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

IMPORTANT: READ REVERSE SIDE

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER